

Solicitation Number: 06-0001-03
Program and Technical Support Services for the Office of Naval Research, Code 362,
Product Innovation Division, Philadelphia

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 - Program, Technical and Engineering are due by 2:00 PM (local), 17 November 2005

1.0 Background

The Office of Naval Research [ONR], Industrial and Corporate Programs Department [ONR 36], Product Innovations Division [ONR 362] located in Philadelphia PA, identifies and facilitates initiatives that integrate organic science and technology [S&T] developments and the industrial base to improve life cycle affordability for naval systems, accelerate transitions of S&T developments to acquisition programs and operating forces, and to support and enhance national and economic security. ONR 362 manages several Navy-wide and DoD sponsored programs including: Science and Technical Information Program (STIP); Independent Research & Development (IR & D); Navy Acquisition, Research and Development Information Center (NARDIC); Naval Potential Contractor Program (NPCP); Technology Transfer; Cooperative Research and Development Agreements (CRADAs); Patent License Agreements; and, Military/Commercial Technology Transfer Program. These programs work with industry and academia from the earliest stages of research to maintain essential industrial and organic S&T infrastructure, and to develop innovative processes to accelerate technology transitions and transfers to engineering and manufacturing development. Refer to:
http://www.onr.navy.mil/sci_tech/industrial/362/

This is a new requirement with no prior procurement history, although some tasks in the Statement of Work may have been performed from time to time by various contractors.

2.0 Statement of Work

2.1 Objective

The objective of this SOW is to provide program and technical support for Technology Transfer (T2) and other programs under ONR Code 362, Product Innovation Division's cognizance.

2.2 Scope

The contractor shall provide program management and technical support services to Technology Transition Program Managers within ONR Code 362, Product Innovation Division. These services shall include but not be limited to the collection of information required for reports to Congress regarding the status, progress, and accomplishments of the Department of Navy T2 Program; data management and information distribution for the Navy Acquisition, Development, Research, and Development Information Center (NARDIC); maintenance support for the NARDIC and Navy Potential Contractor Program (NPCP) websites; support to the Code 362

Program Manager in organizing and presenting project and proposal data under the Defense Acquisition Challenge Program (DACP), Technology Transition Initiative (TTI), and Quick Reaction Programs; and reviewing and analyzing Navy CRADAs, identifying issues, contacting Navy activities to resolve issues and completing files.

2.3 Technical Tasks/Requirements

2.3.1 Data/Information Coordination and Reporting -- In order to assist ONR Code 362 in its T2 reporting requirements, the contractor shall perform the following coordination and reporting tasks:

- Assist in the development of the Navy portion of the Annual Report to Congress.
- Develop presentation material and statistical data for use in high-level presentations concerning the scope, depth, and execution of the Navy's T2, DACP, and Quick Reaction Programs.
- Provide programmatic data analysis and develop presentation material for internal ONR departmental reviews as well as DoD reviews of the Navy's T2 Program.
- Assist in collecting and coordinating responses for data calls from ONR, DoD, and Congress.
- Coordinate with the DoD T2 Program Manager and other Service Program Managers as required

2.3.2 T2 Policy Documentation -- The contractor shall assist in the review and update of the Navy T2 Directive and Instruction and other policy documents. The contractor shall coordinate, draft, prepare staff material or produce viewgraphs, power point presentations, letters, reports, or other documents as required to obtain Chief of Naval Research (CNR) or Secretary of the Navy (SECNAV) signatures on policy documents, memoranda, or Navy instructions related to the T2 Program.

2.3.3 T2 Web Site Information Updates and Information Maintenance -- The contractor shall assist in updating and maintaining information related to all programs under Code 362 cognizance that are listed on the ONR public website including T2, NARDIC and NPCP. This shall include:

- Review information currently posted and ensure that it is still accurate and current.
- Provide updated success stories and award information
- Make sure that all e-mail addresses and points of contact are current and accurate.
- Check for broken links and initiate corrections/updates as required.
- Assist with the integration of ONR Code 362 website presence with important links to other DoD T2 websites.

2.3.4 Outreach Activities

- Assist in coordinating with the Federal Laboratory Consortium (FLC) by providing CRADA and patent licensing updates as well as success stories for publication in the FLC's newsletters, brochures, and web site.
- Develop and produce brochures or other program marketing publications to be used at conferences and trade shows or directly mailed to the T2 community or potential CRADA partners or licensees.
- Coordinate with the FLC, the DoD T2 Program Office, and other Service/Agency T2 Program Managers regarding attendance/visibility at trade shows and conferences.

2.3.5 Meeting and Conference Support -- The contractor shall provide general/overall meeting and conference support as required for the Navy portion of the FLC National Meeting and the TTIPT as well as other meetings targeted to the Navy T2 community. The contractor shall also provide support for the TTIPT Workshops hosted by the Navy. These occur on a rotational basis (once every four years) in the fall. Meeting and conference support services may include:

- Assist in developing meeting/conference agendas and schedules.
- Assist conference organizers in logistic arrangements including hotel selection, food and beverage requirements, audiovisual requirements, and attendee registration.
- Assist in identifying and obtaining conference speakers.
- Assist in publicizing meetings/conferences.
- Assist in the development of required meeting/conference materials.
- Provide additional pre- and post-meeting planning, coordination, and documentation as required to assure that lessons learned are incorporated and commitments are met to facilitate good relations with the Navy and the larger DoD T2 community.

Note: The contractor shall not incur any costs for any food and beverages at a conference unless this aspect of the conference has been reviewed and approved in advance in writing by the ONR Office of Counsel. Any unapproved expenses for food and beverages will not be reimbursable under this task order.

2.3.6 Other Program and Planning Execution Support Tasks

- Develop and produce CD-ROM copies of material for/from presentations and meetings.
- Maintain current Navy operational and DoD management contact lists for the Independent Research and Development (IR&D), NARDIC, NPCP, and T2 programs in electronic data formats suitable for publication and use in e-mail systems.

- Provide other support as required to assist Code 362 T2 Program Managers in technical program/project planning and execution.

2.3.7 CRADA Support

- Review and analyze Navy CRADAs for adherence to format and policy. Identify and note issues for resolution. Interface with T2 Program Manager and participate in team-based solutions. Contact Navy personnel to resolve issues and complete files.

2.4 Reports Data and Other Deliverables

A Quarterly status report of efforts shall be provided to the COR every three (3) months.

3.0 **Personnel Requirements**

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks: Program Manager, Research Analyst, Graphics Specialist.

- 3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.
- 3.1.2 Program Manager should have at least a Bachelor's degree from an accredited college or university or 5 years of experience in Technology Transfer.
- 3.1.3 Research Analyst should have at least a Bachelor's degree from an accredited college or university or 5 years of experience in Technology Transfer with emphasis on CRADAs.
- 3.1.4 Graphics Specialist should have 2 years experience working with standard graphic formats in high resolution photo quality applications.

3.2 Level of Effort

- 3.2.1 The level of effort has been estimated for the proposed contract.

3.2.2 Base Period: The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately one (1) man-year at an average rate of approximately 167 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Hours for Base Year
Program Manager	300
Research Analyst	1,400

Graphics Specialist	300
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NOTE: 2,000 hours is equivalent to one (1) man-year

3.2.3 Option Periods: The four one-year Option periods of performance will be from time of Option exercise through 12-months. The level of effort anticipated for each period is approximately one (1) man-year at an average rate of approximately 167 hours per month. A summary of the labor categories and the total anticipated annual hours for each Option period effort is provided below.

Labor Category	Hours Per Year for Options
Program Manager	300
Research Analyst	1,400
Graphics Specialist	300

NOTE: 2,000 hours is equivalent to one (1) man-year

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order to each successful offeror.

4.2 Period of Performance: Base period of 12 months from time of award with 4 one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500, and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$10,000 per year.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel,

including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Work will normally be performed at the Contractor's facilities. Anticipated travel to the Philadelphia ONR location for meetings will be required and is expected to be in the range of 0-3 hours per week.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) Clearance Requirements. No classified information or requirements are anticipated. The Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Code 362 Product Innovation Division research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10)

pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) **Technical Proposal:** The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) **Cost Proposal:** The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA

on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 pm (Local Time) on 17 November 2005. All proposals must be uploaded electronically via the “Upload Proposals” hyperlink, which is under the hyperlink for this solicitation on ONR’s MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.) Faxed, mailed or hand-delivered proposals will not be accepted.

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Management Plan and Technical Approach
- (2) Proposed personnel
- (3) Past performance on earlier tasks under similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 4 are equally weighted.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor’s performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is upon contract award.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in

writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is:

Mark Chadwick
Senior Contracting Officer
Fax: 703/696-0066
E-mail: chadwim@onr.navy.mil

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.

- v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____